



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Environmental Compliance Screening Checklist for Small Business Woodworking Manufacturing Facilities

www.idem.IN.gov

Mitchell E. Daniels, Jr.

Governor

Thomas W. Easterly

Commissioner

100 North Senate Avenue, Mail Code 64-00, Indianapolis, IN 46204

Phone: (317) 232-8154

Toll Free: (800) 988-7901

General Information:

- A goal of the Indiana Department of Environmental Management (IDEM) is that every Hoosier will understand and meet their environmental responsibilities.
- This checklist is intended to assist small business owners of woodworking manufacturing facilities to identify if their business is above or below regulated thresholds that **may** trigger specific environmental legal requirements.
- If you are unsure of the meaning of one of the questions or your answer indicates that you may be subject to environmental requirements, you can request additional information from IDEM's Confidential Technical Assistance Program or IDEM's Office of Pollution Prevention and Technical Assistance (OPPTA) at (800) 988-7901.
- IDEM guarantees the advice given by OPPTA and will not impose penalties for non-compliance in the unlikely event that non-compliance is caused by following OPPTA's advice (you will be required to take actions to stop any such non-compliance after it is discovered).
- Please remember that this is a **self** screening tool and is for the sole purpose of providing guidance to small business woodworking manufacturing facilities.

Directions:

- Go through the check list one item at a time and answer to the best of your ability.
- If directed to do so, please check the box to the left.
- If any of the boxes are checked, you will be directed to seek further assistance to determine your compliance status. A checked box does not necessarily mean that you are subject to environmental regulations. It means that further information is required prior to determining if compliance with an environmental rule and/or regulation is required.
- If you have any questions or need clarification on any topic, please contact Indiana's Confidential Compliance and Technical Assistance Program (CTAP) at (317) 232-8172 or (800) 988-7901 within Indiana.

Air Emissions Permitting:

- ☐ Add the highest **total** amount (in gallons) of paint, solvent, stain, topcoat, sealer, thinner or any coating used over the course of one hour together. If the number exceeds $\frac{1}{4}$ gallon (one quart) check the box to the left.
 _____ Amount of paint, solvent, stain, topcoat, sealer thinner and any coating you can reasonably use in one hour, if the amount exceeds $\frac{1}{4}$ of a gallon (one quart) check the box above.
- ☐ If you **have** a dust collection system (cyclone, baghouse and/or portable dust collector), measure the total amount of sawdust (in cubic feet or pounds) that you can create over the period of one month and divide that number by the number of hours worked in the woodworking operation that month. If this value exceeds 2.3 cubic feet or 22.8 pounds, check the box to the left.
- ☐ If you do **not have** a dust collection system, measure the total amount of sawdust (in cubic feet or pounds) that you can create over the period of one month and divide that number by the number of hours worked in the woodworking operation that month. If this value exceeds 0.11 cubic feet or 1.1 pounds, check the box to the left.

- ☐ Add the British Thermal Unit (BTU) values for all **propane** fuel burning heaters, boilers or other combustion units together. If the total BTU value is greater than 6,000,000 BTUs, check the box to the left.
- ☐ Add the BTU values for all **natural gas** fuel burning heaters, boilers or other combustion units together. If the total BTU value is greater than 10,000,000 BTUs, check the box to the left.
- ☐ Add the BTU values for all **oil or waste oil** burning heaters, boilers or other combustion units together. If the total BTU value is greater than 2,000,000 BTUs, check the box to the left.
- ☐ Add the BTU values for all **wood** fuel burning heaters, boilers or other combustion units together. If the total BTU value is greater than 1,000,000 BTUs, check the box to the left. (If you are unable to determine the BTU values of your wood fueled unit, determine the maximum number of pounds of wood you can reasonably burn in one hour and multiply that value by 5,200 to get an estimate of the BTU value of your wood fueled unit.)
- ☐ If treated wood or chemically contaminated (stained or otherwise finished) wood is burned, check the box to the left.
- ☐ If trash or other non-wood waste products are burned at the facility, check the box to the left.
- ☐ If the facility has any single diesel or natural gas fired internal combustion engine with a BTU value of 500,000 BTUs or more, check the box to the left.
- ☐ Add the BTU values for all diesel and natural gas fired internal combustion engines together. If the BTU value exceeds 2,000,000 BTUs check the box to the left.
- ☐ If you burn coal for fuel, check the box to the left.
- ☐ If the facility operates an unleaded gasoline powered combustion engine as part of the production process, that is not considered portable, please check the box to the left.
- BTU values may be found on the nameplate of the unit or in owner's manual provided by the manufacturer. If this information is not available, please contact the manufacturer with the model and serial numbers of the unit and request this information.

Hazardous Waste:

- For each calendar month, add the weight of the non-water based waste paint, solvent, stain, topcoat, sealer, thinner and any petroleum based coating together with the weight of all rags, paint filters, paper, cardboard or any material contaminated with any paint, solvent, stain, topcoat, sealer, thinner and/or any petroleum coating (the weight of the rags need not be included in this total if the rags are all transported for washing at an industrial laundry).
- To this total, add the weight of any used fluorescent light bulbs and used lead acid batteries that are not recycled with a registered recycler.
- ☐ If this total exceeds two-hundred-twenty (220) pounds (approximately half of a fifty-five (55) gallon drum) for ANY month, check the box to the left.

Spill Prevention Control and Countermeasures:

- ☐ Add the total amount of above ground storage capacity for petroleum. If the total exceeds 1,320 gallons, check the box to the left.
- ☐ Add the total amount of below ground storage capacity for petroleum. If the total exceeds 42,000 gallons, check the box to the left.

Underground Storage Tanks:

- ☐ If the facility has any underground storage tank that is larger than 1,100 gallons in capacity, check the box to the left.

Public Drinking Water:

- ☐ If the facility obtains its water from a non-public water supply (not a municipal service), for example: a well, pond, lake, stream, river or cistern and can provide water to twenty-five (25) or more employees and/or customers per day for sixty (60) days or more during one calendar year, check the box to the left.

Wastewater:

- ☐ If the facility uses any water for an industrial process (not bathroom or kitchen use) and discharges that water to either a septic system or to any part of the environment (e.g. land, ditch, pond, etc...), check the box to the left.

Storm water:

- ☐ If the facility has storm water which comes into contact with any waste or raw product materials, except untreated wood, check the box to the left.
- If any boxes above are checked, the facility may be subject to environmental rules and/or regulations. Please contact the Indiana Department of Environmental Management's Compliance and Technical Assistance Program for confidential assistance at 1-800-988-7901 or retain an environmental consultant for further evaluation.
- If no boxes are checked, it can be reasonably assumed that the facility is exempt from most environmental regulations at the time of the evaluation. Should there be plans to change the conditions at the facility; an additional evaluation should be performed prior to starting those changes.

More Information:

- For more information or confidential technical assistance, call IDEM's Office of Pollution Prevention and Technical Assistance at (800) 988-7901.
- Submitting a Compliance Initiative Notification Form to IDEM may lower penalties from compliance violations. Call the Confidential Compliance and Technical Assistance Program (CTAP) at (317) 232-8172 or (800) 988-7901 to receive a copy of the form.